

## MEMO

TO: Delta Vision Blue Ribbon Task Force

FROM: Executive Director

DATE: March 1, 2007

RE: Suggested Operating procedures – ACTION item

Executive Order S-17-06 establishes the Task Force and specifies its role as “..prepare an independent public report that will be submitted to the Delta Vision Committee and Governor that sets forth its findings and recommendations on the sustainable management of the Delta by January 1, 2008 and a Strategic Plan to implement the Delta Vision by October 31, 2008.”

Secretary Chrisman’s charge to the Task Force further specifies the work of the Task Force and its processes.

This memo proposes the Task Force adopt procedures (a) regarding a quorum, (b) for telephone meetings and (c) for email or other voting to be used if needed. Consistent with the Executive Order and Secretary Chrisman’s charge, these procedures are expected to be rarely used.

It is recommended the Task Force consider, discuss, and act accordingly. I recommend your consideration of these proposed rules:

1. A quorum of the Blue Ribbon Task Force shall be a majority of members present or participating by telephone or other procedure approved by the Task Force.
2. At the discretion of its Chair, the Task Force may hold meetings by telephone, videoconference or other procedure approved by the Task Force. Members of the public will be provided a number to call or access the proceeding. As with all other meetings, an agenda will be publicly posted in a timely fashion on the Task Force web site and meeting materials provided on line. An opportunity for public comment will be included in any telephone meeting.
3. At the discretion of its Chair, Task Force members not able to be physically present at a Task Force meeting may provide votes on any action item by email or other process upon confirming that they have reviewed meeting materials and any discussion at the meeting. The time period for expressing a vote by email or other procedures approved by the Task Force shall be established by the Chair.